

State of Nevada EDU: Elementary and Secondary Education and School

Version Date: 10/16/2013

1987057 Answer Sheets: Proficiency and Competency Exams

Reviewed: 6/12/1991

Description: This record series is used to document the results from student proficiency and teacher competency exams. The sheets are grouped by school, district, and grade, and consist of the computer answer sheet and any attached notes.

Retention: Retain for a period of three (3) calendar years from the date of the exam.

Disposition: Destroy Securely

1987059 Nevada High School Proficiency Exams: Modules and Test

Reviewed: 6/12/1991

Description: This record series is used to document the exams given to students. The files may contain: copies of the printed exams for reading, writing, and arithmetic, and associated answer sheets (blank), administrative manuals, County Header Sheets (used to gather data on the number of tests given by grade, enrollment, and also control the returned answer sheet), correspondence, and associated material.

Retention: Retain for a period of three (3) calendar years from the issuance of the exam.

Disposition: Destroy Securely

1987060 Nevada High School Proficiency Exams: School Roster Report

Reviewed: 6/12/1991

Description: This record series is used to document and evaluate the exams given to students. They are a listing by school districts containing information on students mathematics, reading, and writing proficiency tests with detailed breakdown on individual tests and year end testing results.

Retention: Retain for a period of five (5) calendar years.

Disposition: Permanent: Transfer to State Archives

1987061 Nevada High School Proficiency Exams: Summary Reports

Reviewed: 6/12/1991

Description: This record series is used to document and evaluate the exams given to students. They give a summary by state, school district, and school on the School Roster Report, listing the three test groups (reading, writing, arithmetic) by students grade, sex, and ethnic fields.

Retention: Retain for a period of five (5) years.

Disposition: Permanent: Transfer to State Archives

1987062 Nevada High School Proficiency Exams: Technical Reports (Pre and Post Test Data)

Reviewed: 6/12/1991

Description: This record series is used to document and evaluate the exams given to students. They are a listing of Frequencies for Ethnic Comparison With Grade--giving data a category, code, absolute, relative, adjusted and cumulative frequency totals, mean, mode, kurtosis, and minimum-- and Items Analysis-- giving data on analysis and reliability of exams, listing number and types of tests analyzed, etc..

Retention: Retain for a period of five (5) years.

Disposition: Permanent: Transfer to State Archives

1987056 Planning and Evaluation Project Files

Reviewed: 6/12/1991

Description: This record series is used to document and control Federally funded projects. Programs include: Section 418 of the General Education Provisions Act, and the Elementary and Secondary Education Act (the Elementary and Secondary Education School Civil Rights Survey and Summary, and Elementary and Secondary Staff Information). The series may include: fiscal and narrative summary reports, Budget Status Reports (copies), ledgers, tables, charts, graphs, Annual Performance Evaluations, proposals, correspondence, budget accounting work papers, computer print outs, and similar documents.

Retention: Retain for a period of five (5) federal fiscal years from the fiscal year to which they pertain.

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Disposition: Destroy

1987058 Teacher Competency Testing Records

Reviewed: 6/12/1991

Description: This record series is used to document and gather information and feedback on the various state required tests, including NTE Programs, Teacher Competency Test, etc.. The forms have data on the exam, district, school, form questions, and evaluations from teachers and administrators.

Retention: Review annually, discarding valueless, outdated, and duplicated material.

Disposition: Destroy Securely